



Role Profile

Job Title

Estates Maintenance and Security Officer

Salary range Point 24 (On call bonus included)

Contract Permanent

Main location Portland College

Hours and basis 37.5 hours (7 Day week Contract)

Reports to Estates & Facilities Manager

Date of issue February 2023

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the rest of the estates team in the buildings and grounds maintenance of the campus.

What you will be doing

Planned maintenance programs and ad hoc maintenance requirements

- Undertake planned and general maintenance, effectively and to deadline.
- Respond to ad hoc requirements as they arise, including unblocking drains, minor repairs, changing light bulbs etc.
- Undertake periodic alarm and emergency light testing, along with record reports and follow up on any identified failures
- Meeting and greeting contractors, supporting their work when required to do so

Plumbing, Joinery, Roofing, Decoration, Electrical and Renovations

- Interpret blueprints, GPR survey, and topographical maps, understand building regulations and specifications for pipes, drainage systems, and other plumbing materials
- Maintain pipe runs, valves, and terminals, including sinks, toilets, etc.
- Repair fire doors, update intumescent strips, replace ironmongery, assemble prefabricated shelving, etc.
- Maintain wet heat and heat pump systems, water heaters, and air conditioning units in cooperation with the Estates Maintenance and Security Officer (Electrical)
- Replace broken sockets, light fixtures, etc. as required
- Install Altro Flooring and White Rock, undertake renovations of wet rooms
- Analyse defects and troubleshoot problems, identifying the correct tools and materials required for repairs
- Plaster and paint internal and external walls, soffits, etc. as required
- Conduct all work in compliance with health and safety standards and applicable building regulations
- Undertake regular inspections of roofs and gutters, identifying and repairing defects as required

Security Duties

- Review incidents captured on CCTV as required by Senior Management.
- Understand fire regulations, emergency and evacuation procedures and the need to co-ordinate matters with the appropriate manager(s) and emergency services.
- Periodic testing of fire alarms and emergency lighting, with associated record keeping.
- Respond to alarms and reset security systems as required.
- Secure buildings at the end of the day including windows and doors.

Grounds maintenance

- General tidying of green and planted areas, including grass cutting, hedge cutting, tree trimming, weeding, and gutter clearance to ensure the site is well presented at all times.



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- To set up and break down rooms as required, including movement of furniture, equipment, stage, dance floor and other event requirements.
- Provide vehicles according to the minibus calendar and on an ad-hoc basis as required.
- Ensure paths are clear and safe.

Other Duties & Responsibilities

- Ability to cover additional shifts for annual leave/absence
- Such other duties as the management may from time to time reasonably require

The above role profile is subject to periodic update due to legislative, regulatory, operational or technology changes.

Key results we want to see from this role (Direction and Pressure of Work)

- Ensure all areas of the campus are pleasant, safe, welcoming and a clean environment is provided for students, residents, staff and visitors.
- Minimise reactive works as a result of effective preventative maintenance efforts.
- Efficient operation of overall campus infrastructure.
- Improve and maintain condition of buildings.

Dimensions of the role (Managerial & supervisory and accountability)

- Ensuring all college resources allocated are safe and secure and used for purpose designed.
- Comply with all COSHH requirements.
- Attend training events to maintain current levels of competency of the safe use of equipment and resources.
- Ensure that defects in equipment or violations of safe working practices are reported immediately.
- The Estates Maintenance Officer has no direct management responsibilities, however periodically will be asked to support and train others (i.e. apprenticeships)

Key work relationships

- Liaise with all stakeholders, internal and external across the College as part of day-to-day duties as Estates tasks are performed.
- May interact with Learners and citizens as part of everyday tasks.

Working Environment and working patterns

- A mix of indoor and outdoor environments as required by task.
- Environment can be uncomfortable dependent on task, but all necessary PPE provided.
- Shift patterns as necessary, with the potential of a seven-day working week.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Standard Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.